

**BUSINESS OPERATIONS MANAGER/DATA SUPPORT SPECIALIST  
WARREN COUNTY HIGHWAY & SOLID WASTE DISTRICT**

This position is shared between the above departments with the following primary responsibilities:

- Be the first point of contact with the public
- Responsible for maintenance of State Board of Accounts approved financial program
- Responsible for financial transactions:
  - Monitor spending
  - Timely processing of invoices for payment
  - Monthly account reconciliation
  - Development and implementation of annual department budgets
- Preparation of department annual reports
  - Household Hazardous Waste Activity
  - Electronic Waste Activity
  - Annual Sales
  - DLGF Gateway reporting
  - IDEM reporting
  - Commodity activity
  - Annual Local board of finance report
- Plan and organize special events:
  - Equipment auctions
  - Leaf Vac
  - Tire Collection
  - Local school programs
  - Town wide cleanup activities
- Solicit and prepare annual quotes for suppliers
- Prepare equipment specs and solicit bids/quotes
- Maintain equipment records
  - Licensing and insurance
  - Repairs and maintenance
- Track fuel usage for all equipment; order fuel
- Act as liaison with IT contractors and be responsible for all electronic equipment
- Attain 'LPA Employee Responsible in Charge' annual certification for both roads and bridges through INDOT
- Process and maintain documentation for all INDOT and federally funded projects:
  - Quarterly Reports
  - Bridge Contracts
  - Road Projects
- Maintain electronic and hard copy filing system
- Inventory and order office, breakroom and bathroom supplies
- Maintain attendance records and time card system for payroll
- Maintain employee files:
  - Coordinate and schedule drug and alcohol testing
  - Track CDL physical examination requirements for drivers
  - Prepare injury reports, contact insurance carrier and coordinate paperwork
- Prepare advertisement and interview potential candidates for position openings
- Develop proficiency with Think Map and other county-wide software
- Supervision and direction for highway and recycle center staff, as needed
- Share responsibility for building keys and alarm system
- Prepare invoices for services provided
- Prepare monthly Solid Waste Executive Board reports and meetings
- Attend all meetings as requested by the County Commissioners and Solid Waste Board of Directors
- Other miscellaneous duties, as needed

Knowledge of Microsoft Office, professional verbal and written communication skills, typing ability 50 wpm, accounting degree preferred

Send resumes to 425 W Washington St, Williamsport, IN 47993